



J&K KHADI AND VILLAGE INDUSTRIES BOARD
OLD SECRETARIAT SRINAGAR
0194-2452940,2452941,2474789 (FAX)
e-mail-secretarykvib@gmail.com
website jkkvib.nic.in



Advertisement Notice NO: KVIB/01 of 2016
Dated: 08.10.2016

In supersession of Advertisement Notice issued vide No:KVIB/01 of 2013 and No. KVIB/02 of 2013 dated 26.04.2013 applications as per format Annexed at **Annexure A** are invited for the following posts in Jammu and Kashmir Khadi and Village Industries Board from the candidates who possess the prescribed qualification mentioned against each post detailed hereunder.

Sr. No	Name of Post	Pay band	Category						Prescribed Qualification
			OM	RBA	SC	ST	ALC	Total	
01	Executive Officer	9300-34800+GP 4800	03	01	01	01	00	06	Post graduate or M.Com/ Economics preferably M.B.A
02	Law Officer	9300-34800+GP 4800	01	00	00	00	00	01	A bachelor's degree in law from a university established by Law in India with atleast 2 years continuous practice at the bar.
03	Publicity Officer	9300-34800+GP 4800	01	00	00	00	00	01	Graduate with Diploma in Journalism (or) Post graduate in Mass Communication
04	Assistant Executive Officer/ Recovery Officer	9300-34800+GP 4300	02	00	00	00	00	02	Post graduate or M.Com/ Economics preferably M.B.A
05	Field Publicity Officer	9300-34800+GP 4200	01	00	00	00	00	01	Graduate with Diploma in Journalism
06	Accounts Assistant/ Junior Auditor	5200-20200+ GP2800	13	05	02	02	01	23	Graduate desirable Degree/ Diploma in commerce/ commercial accounting or mathematics as one of the subjects in graduation for knowledge of typing preferably preparation of accounts on computer.

07	Junior Statistical Assistant	5200-20200+GP 2400	04	02	01	01	00	08	Graduate with Economics or Statistics as one of the subject desirable knowledge of typing preferably for preparation of statement on computer
08	Junior Assistant/ Record Keeper	5200-20200+GP 1900	13	05	02	02	01	23	Graduate and type knowing with 35 words speed per minute
09	Junior Supervisor	5200-20200+GP 1900	19	07	03	03	01	33	Graduate.
10	Orderly	4440-7440+GP 1300	00	01	00	00	00	01	Minimum Matric and maximum 10+2
11	Fieldman Beekeeping	4440- 7440+GP1300	01	00	01	00	00	02	Matric preferably trained in basic Apiculture

A. APPLICANTS BASIC ELIGIBILITY CONDITIONS

1. The Applicant must be a permanent resident of Jammu and Kashmir State as defined in Section 6 of Constitution of J&K State.
2. Age as on 01.01.2016
 - i. Minimum 18 years; and
 - ii. Not above:-
 - (a) 40 years in case of open merit.
 - (b) 43 years in case of SC/ST/RBA/ALC/OSC candidates.
 - (c) 42 years in case of Physically Challenged candidates.
 - (d) 48 years in case of Ex-Servicemen.
 - (e) 40 years in case of candidates in Government Service/Contractual employees.

B. HOW TO APPLY AND PROCEDURE FOR SELECTION

1. A Bank draft /Bankers Cheque /Pay order for an amount Rs.300 drawn in favour of J&K Khadi and Village Industries Board payable at Srinagar should be attached with application form.
2. Candidate must possess the academic /Technical qualification obtained from a recognized university /Board and fulfill all the eligibility conditions prescribed for the post for which the applicant applies by or on the last date fixed for receipt of application forms.
3. In service candidates may apply through his/her employer, if he/she possess the required qualification prescribed for the post for which the candidate applies.
4. The application form should be filled in neatly and legibly with blue or black Ball pointed Pen.

5. A photograph cut to the size of space earmarked for the purpose in application form duly attested by a Gazetted officer should be pasted therein.
6. Candidates who are eligible for more than one post are required to apply separately for each post.
7. Candidate shall attach self-attested copies of following documents with his/her application form.
 - a) Date of birth certificate.
 - b) Permanent Resident certificate.
 - c) Qualification certificate(s) along with marks card(s).
 - d) Reserved category certificate issued by the competent authority.
 - e) Experience/Training certificate issued by the designated/ competent authority. Distinction in sports(certified by Secretary J&K Sports Council to be an outstanding person in terms of J&K Appointment of outstanding sports persons Rule 1998.
 - e) Distinction in NCC activities(Holder of Grade "C" Certificate)
 - f) Special Attributes.
8. The degrees/diplomas obtained through distance modes which are inconsonance with the Government Order No;252-He of 2012 dated 30.05.2012 shall be entitled subject to terms and conditions mentioned therein.,
9. The prescribed qualification reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for written test / interview. Ordinary the KVIB shall restrict the no of candidates to be admitted for Viva-Voce / Interview to a maximum of fifteen times of number of vacancies after holding a written test of all the candidates in terms of the clarification conveyed by Industries and Commerce Department vide Communication No:IND/KVIB/19/2013 dated:24.04.2014 and short listing, in terms of vogue. However there shall be no written test of the candidates applying for class IV posts.
10. The candidate must produce the originals of documents/ testimonials/category certificates etc before the committee constituted for the viva-voce interview. Any candidate who fails to produce the relevant original documents/testimonials on the scheduled date shall not be allowed to appear in the Viva-voce/interview.

11. Incomplete application forms without prescribed fee photo and photo copies of certificates duly attested shall not be considered.
12. Any candidate found guilty of imprisonment or submitting fabricated/tempered documents/testimonials or making false/incorrect statements or suppressing material/information may in addition to rendering him /her liable for criminal prosecution, be declared permanently or for a specific period from being considered for any or all recruitments made by the KVIB.
13. No TA/DA shall be paid for participation in the written test/Viva-voce /interview.
14. Candidate must be of sound bodily health. He /she must if selected be Prepared to undergo such medical examination as provided under Rules.
15. No call letters shall be issued by the Board to any candidate for appearing in the written test and Viva-voce interview. However Board will give wide publicity through print and electronic media, official website (jkkvib.nic.in) about the venues, dates of written test/viva-voce/ interview for information of all eligible candidates. No claim of being unaware of the dates/schedule for written test/viva-voce interview shall be entertained.
16. In case of the post of orderly, the applicant shall submit an affidavit to the effect that in case he/she found higher qualified than that of prescribed qualification his/her services shall be liable to be terminated.
17. Candidates who have applied in pursuance to advertisement Notice NO:KVIB/01 of 2013 and No. KVIB/02 of 2013 dated 26.04.2013 need not to apply afresh as the candidates fulfilling the eligibility criteria will also be considered.

CLOSING DATE

- I. The application form duly filled in the prescribed format as per specimen given and completed in all respects should be deposited personally or forwarded through registered/speed post /Courier to the office of Administrative Officer J&K Khadi and Village Industries Board Old Secretariat Srinagar-190001 by or before **25.10.2016**.
- II. The last date for submission of application forms as prescribed above shall be the cut of date for determining the eligibility to apply for the post.
- III. The age limit, however, is determinable with reference to the first of January 2016.
- IV. Any qualification /experience accrued after last date of receipt /submission of application forms shall not be taken into account for any purpose.

CRITERIA FOR SELECTION OF ELIGIBLE CANDIDATES.

- | | | |
|----|---|--------------------------------------|
| 1. | Written examination | 60 points (on prorata basis). |
| 2. | Viva-voce/ interview | 30 points |
| 3. | Experience in the relevant field | 10 points |

MODE OF SALARY

The mode of salary for the candidates appointed in terms of the instant advertisement notice shall be same as applicable to newly selected candidates by PSC/SSRB or any other recruiting agency in J&K State for appointment in the Government service.

Sd/-
(M. Y. Reshi)
Administrative Officer
J&K Khadi and Village Ind. Board

NO.KVIB/Adm/Misc-586/ 1815-1842

Dated: 08.10.2016

Copy to the.

1. Financial Advisor and CAO KVIB for information.
2. DY. Chief Executive Officer J&K KVIB Kashmir/ Jammu Division for vide publicity of the instant Advertisement Notice.
3. Prvt. Secretary to Secretary to Government, Law, Justice & Parliamentary Affairs (Controller Examination) for information of the Controller.
4. District Officer J&K Khadi and Village Industries Board_____ for vide Publicity of the instant Advertisement Notice.
5. Incharge Website J&K KVIB.
6. Notice Board KVIB.

(M. Y. Reshi)
Administrative Officer
J&K Khadi and Village Ind. Board

11. Technical qualification.

i. _____

ii. _____

iii. _____

12. Experience.

i. _____

ii. _____

13. Distinction in sports (certified by Secretary J&K State Sports Council to be an outstanding sports person in terms of J&K Appointment of outstanding Sports persons Rule 1998).

14. Distinction in NCC activities (Holder of Grade "C" certificate)

15. Special Attributes.

16. Mode of deposit of fee i.e. Bank draft/Banker cheque/Pay order No. _____
Dated _____ for an amount of Rs. _____ Name of the Bank
_____ payable at _____
Bank Branch _____.

Signature of the Applicant.

Declaration by the Candidate:

I here declare that:-

- i. The information/data furnished in this application form is true and correct to the best of my knowledge and belief. I further declare that nothing has been concealed.
- ii. There is no willful mis-representation of facts and concealment of information and if it is proved so, the Board may cancel my candidature and I shall be liable for action as warranted under rules including debarring me either permanently or for a specified period of applying for the posts advertised by it.
- iii. I have never been arrested, prosecuted or convicted in any criminal case.
- iv. I fulfill all the requisite qualifications prescribed for the post.

Signature of the Applicant.

